

Operating Bylaws
Delaware Women's Workforce Council

Article I: Mission

Section I.1 Mission Statement The Delaware Women's Workforce Council will work to achieve gender equality in every workplace in the First State by eliminating the gender-based wage gap, removing the visible and invisible barriers to women's advancement and ensuring that every person, regardless of gender, has an equal opportunity for advancement in the workplace.

Section I.2 Guiding Principles In pursuing this mission, the Delaware Women's Workforce Council is guided by the following principles:

- A. Service and advocacy are important strategies for addressing workforce inequities.
- B. Citizens of all ages are critical resources in addressing gender based inequities in the workforce.
- C. Service in Delaware can be augmented by effective private-public collaborations, and a general willingness for all sectors to partner for the advancement of women's interests.
- D. Supporting the initiatives of the Women's Office of Advancement & Advocacy.

ARTICLE II: Duties of the Council

2.1 Duties of the Council

- A. The Council may conduct a study of gender-based inequities. The study should identify the root causes that result in gender-based wage disparities, as well as the obstacles that working women face that negatively impact on women's advancement.
- B. The Council may recommend policies and make recommendations to agencies to remove gender-based inequities in the workplace. To accomplish this task, the Council may conduct research projects and focus groups, and hold public hearings, forums and discussion groups as it deems necessary. Such policies and recommendations should address how gender-based issues intersect with other factors including race, educational achievement, religion, socio-economic status, caregiver responsibilities and part-time employment.
- C. The Council may develop and publish best practices for employers to achieve gender equality.
- D. The Council may create and implement a memorandum of understanding between the Council and private employers requiring that private employers provide data and information annually to the Council to be kept confidentially.

Article 11:1 Membership

The Delaware Women's Workforce Council shall consist of 11 members who shall be appointed as follows:

- A. Two members appointed by the Speaker of the House of Representatives and shall serve at the pleasure of the Speaker.
 - B. Two members appointed by the President Pro Tempore of the Senate and shall serve at the pleasure of the President Pro Tempore.
 - C. Seven members appointed by the Governor representing all 3 counties and the City of Wilmington. Of the Governor's appointees, no more than 4 members shall be members of any one political party.
2. Members of the Delaware Women's Workforce Council appointed by the Governor shall serve for a term of 3 years. All members are eligible for reappointment.
 3. If any member fails to attend 4 successive meetings of the Delaware Women's Workforce Council, that member's position may be deemed vacant and the appointing authority shall appoint a replacement.

ARTICLE IV: Officers, Powers, Duties and Compensation

1. The Chairperson of the Delaware Women's Workforce Council shall be appointed by the Governor from among the 11 members, and shall serve at the pleasure of the Governor.
2. The Workforce Council may elect by a majority present and voting Committee Chairs as it deems necessary.
3. Elected officials will be: A Vice Chair.
4. The Council Chair's duties include
 - A. The Chair will be responsible for the general business of the Council.
 - B. The Chair has the right to delegate any of her/his powers to a Vice Chair or a Council member.
 - C. The Chair can designate the Vice Chair to preside over a meeting in the event of her/his absence.
 - D. The Chair may preside over the Council members and serve as an ex officio member of all other committees.
 - E. The Chair may appoint a Council member to serve as Chair of each active committee in the event that the elected chairperson cannot perform their duties.
 - F. The Chair has the authority to adding the duties of the Vice Chair to other Council members if the Vice Chair is not able to fulfill her/his duties.
5. The Vice Chairs duties
 - A. The Vice Chair is elected annually by members of the Council.
 - B. In the event of a vacancy in the Chair position, the Vice Chair shall be acting Chair until the Governor appoints a new Chair.
 - C. The Vice Chair shall take over the Chair's responsibilities in the absence of the Chair unless otherwise stated by the Chair.
6. Members of the Delaware Women's Workforce Council shall serve without compensation, except that they may be reimbursed for reasonable and necessary expenses incident to their duties as members of the Delaware Women's Workforce Council in accordance with state law.

ARTICLE V: Council Business

- I. The Council will meet every other month, and at least 6 times a year, except in July and August.

2. A quorum will be necessary to conduct Council business. A quorum will be a majority of members either physically present or attending the meeting via video conferencing.
3. A member may participate in a Council meeting via phone. However, a phone participant may not be counted as a quorum member.
4. For quorum purposes all public meetings will be noticed and conducted in accordance with Delaware law, except that the committees may conduct interim telephone meetings to discuss agenda, strategies, or conduct other business in preparation for a public meeting.
5. The Chair of the Council will call special meetings when it is deemed necessary.

ARTICLE VI: Committees

The Chair of the Council can appoint committees and their chairs as needed to carry out the business and responsibilities of the Council.

1. The Council members may review and decide when a committee is essential and vote to establish such a committee.
2. The Council Chair shall designate a Council member to Chair assigned committees when chair cannot perform duties.
3. The Chair of the Council may appoint committees and their chairs as needed to carry out the business and responsibilities of the Council.
4. The Committee Chair shall:
 - a. Assign all committee meeting dates.
 - b. The committee chair shall ensure the meetings are posted, followed by posted minutes, according to statutory requirements.
 - c. The committee chair shall ensure that all committee progress is presented to the Council members at each scheduled Council meeting through the duration of the project.
5. Non-Commission members may participate in committee meetings and work. The committee members may reach out for assistance as needed to accomplish the assigned project.

ARTICLE VII: Amendments

These bylaws may be amended by a 2/3 majority of all members of the Council.

ARTICLE VIII: Rules of Order

Roberts Rules of Order will be utilized and referenced at all meetings.

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